



Library Courier

Job Code: 0067

Originated: 07/05

Salary Grade: 1002

FLSA: Non-Exempt

Revised: 08/06

EEO Code: 27

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

Pick ups and delivers library materials between Scottsdale Public Libraries and other jurisdictions.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone job classification and is not supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Sorts and labels library materials for delivery. Retrieves library materials from book drops located in various sites. Lifts and carries heavy library materials between building and motor vehicle.
- Sorts and delivers interoffice mail between the various Scottsdale Public Libraries.
- Drives a motor vehicle to transport and deliver library materials between libraries and other jurisdictions.
- Makes special deliveries or pickups as directed. Picks up materials from donors.
- Empties book drops and uses a rolling book bin to transport books inside building.
- Follows directions, reads maps and performs work under time schedule.
- Sets up tables and chairs for programs and meetings. Makes minor repairs to library equipment.
- Performs check out/in duties at desk as needed.
- Acts as a team player, supporting City and Library goals.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Principles and practices of safe motor vehicle operation and maintenance.

Traffic laws, ordinances, and rules involved in motor vehicle operation.

Geography of the community.

Microsoft Windows Office products.

Ability to:

Learn city and departmental policies and procedures.

Safely and courteously operate a motor vehicle.

Comprehend and make inferences from written material and verbal and/or written instructions.

Make mathematical calculations and draw logical conclusions.

Listen, communicate and work effectively with a diverse group of people.

Use good judgment in prioritizing work assignments.

Establish and maintain effective working relationships with City staff and the general public.

Complete required OSHA/Safety Training as required.

Education and Experience:

A high school diploma or GED equivalent and any combination of training and experience demonstrating the ability to perform the required tasks.

Licensing and Other Requirements:

A valid driver's license with no major driving citations in the last 39 months is required for all driving positions.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under general direction of a Library Coordinator in the Community Services Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a mail room, office environment, library service desk and a motor vehicle.
- Sit for extended periods of time while driving a library van maintaining constant vigilance to the surrounding area. Seldom sedentary and includes walking or moving.
- Some exposure to dust, grease, noise, inclement weather, temperature extremes and unpleasant but not hazardous odors.
- Lift and carry crates filled with books or move library furniture weighing up to 75 pounds with assistance from furniture dollies and book carts. Stack materials on cart.
- Lift, load, unload and deliver various library materials to other library locations.

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- Physical agility to operate wand, computer and de-sensitizer on a continuous and repetitive basis.
- Reach, bend and stoop repeatedly; lift and move arms above shoulder level; lift and carry library materials.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Follow a time work delivery schedule.
- Operate a motor vehicle and travel to/from various City and metro Phoenix locations.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.